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**INDIANA COMMISSION ON PROPRIETARY EDUCATION***Board of Commissioners Meeting Memorandum*

**Date:** February 7, 2006

**From:** Rebecca Carter, Director of Regulatory Compliance

**Subject: NORTHWOOD UNIVERSITY - INDIANAPOLIS  
NEW DEGREE APPLICATIONS**

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**Staff Recommendation**

The staff recommends that Northwood University – Indianapolis be given the authority to award the Associate of Arts degree and the Bachelor of Business Administration degree in the following programs:

**AA – Healthcare Management  
BBA – Healthcare Management**

**AA – Hotel, Restaurant and Resort Management  
BBA – Hotel, Restaurant and Resort Management**

**AA – Automotive Aftermarket Management  
BBA – Automotive Aftermarket Management**

**Background Information**

Northwood University is accredited by North Central Association of Colleges and Schools and this institution has been operating in Indianapolis since 1987.

All of the associate degree programs consist of 90 quarter- credit hours of training; a minimum of 50% of the courses are in the Specialty; and, the faculty meet the criteria as stipulated in 570 IAC 1-10.1-4 Associate Degree criteria.

The bachelor of business administration degree programs consist of 180 quarter-credit hours of training. All of the faculty members holds a master's degree or above.

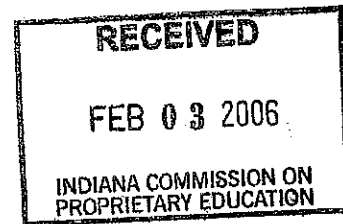
**Supportive Documentation**

1. Degree Application
2. Instructor Qualification Record forms

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INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)



**Name of Institution** Northwood University

**Name of Program** Northwood University Health Care Management Program

**Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)** AA and BBA

**Name of Person Preparing this Form** Stanley J. Osweiler

**Telephone Number** 317-841-1490

**Date the Form was Prepared** January 13, 2005

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Health Care Management Program represents a new major – not a new degree - for the existing North Central accredited Northwood AA and BBA degree programs in the state of Indiana. It is part of the standard Northwood accelerated program for adult learners in Indiana, and will represent an additional educational opportunity for those who wish to pursue either an Associate's Degree (Major-Health Care Management) or a Bachelor's Degree (Major-Health Care Management).

As with the existing Northwood program, this new offering will be quarter-based, with four, twelve-week term starts per year (January, April, July and September). Ninety quarter credit hours are required to earn the Associate's Degree (detailed below), and one hundred and eighty quarter credit hours are required to complete the Bachelor's Degree (detailed below).

Like the existing Northwood program, all instructors in the offering are required to have secured a minimum of a Master's Degree, from a regionally-accredited college or university. Core course requirements include an especially comprehensive array of introductory and advanced professional level offerings in appropriate disciplines, including – but not limited to – Accounting, Economics, Business Law, Marketing, Management, Composition, Humanities, Finance, Communications, Government, Ethics, International Business, and an assortment of student chosen elective courses. In addition, Health Care Management degree seekers are required to complete a broad array of specialty courses, focusing on definitive aspects of the Health Care industry, including – but not limited to - Management and Administration, Organizational Issues, Economics, Legal Aspects of Health Care, Budgeting and Finance, Human Resources, Quality Management, Marketing and Health Care Management Systems.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

**NAME OF PROGRAM:** Northwood University Health Care Management Program

**TOTAL CREDIT HOURS:** AA – 90 hours BBA – 180 hours **Designate:** QUARTER  
**HOURS:** X or **SEMESTER HOURS:** \_\_\_\_\_ **TOTAL CLOCK HOURS:** \_\_\_\_\_

**LENGTH OF PROGRAM:** 18 to 30 months, depending upon degree program and class load chosen by student. **TUITION:** \$190.00 Per Credit Hour

### **ASSOCIATE'S DEGREE (AA) PROGRAM**

#### **AA SPECIALTY AND GENERAL BUSINESS CORE COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
ACC 241	Principles of Accounting I	4	
ACC 242	Principles of Accounting II	4	
ACC 243	Principles of Accounting III	4	
ECN 221	Principles of Microeconomics	4	
ECN 222	Principles of Macroeconomics	4	
LAW 300	Business Law I	4	
MGT 230	Principles of Business Management	4	
MIS 110	Introduction to Applications	4	
MKT 208	Principles of Marketing	4	
HCM 101	Introduction to Health Care Management and Administration	4	
HCM 102	Organizational Behavior, Culture and Language in Health Care	4	
HCM 201	Economics of Health Care	4	
HCM 202	Legal Aspects of Health Care Administration	4	
MTH 209	Intermediate Algebra	4	
<b>SUBTOTAL ASSOCIATE'S DEGREE CREDIT HOURS</b>		<b>56</b>	

#### **AA GENERAL EDUCATION AND ELECTIVE COURSES:**

ENG 121	Composition I	4	
ENG 122	Composition II	4	
ENG 123	Composition III	4	
HUM 322	Design Principles	4	
SPC 205	Speech Communication I	4	
PSY 103	Personality and Adjustment	4	
PSC 201	Introduction to American Government	4	
	Student-selected Electives	6	
<b>SUBTOTAL ASSOCIATE'S DEGREE CREDIT HOURS</b>		<b>34</b>	

#### **ASSOCIATE'S DEGREE (AA) TOTAL HOURS FOR GRADUATION:**

Specialty and General Business Core Courses	56
General Education and Elective Courses	34
<b>TOTAL</b>	<b>90</b>

**Number of Credit/Clock Hrs. in Specialty Courses:** 56 / **Percentage:** 62.2%

**Number of Credit/Clock Hrs. in General Courses:** 34 / **Percentage:** 37.7%

Number of Credit/Clock Hrs. in Liberal Arts Courses:      /      Percentage:

## **BACHELOR'S DEGREE (BBA) PROGRAM:**

### **BBA SPECIALTY AND GENERAL BUSINESS CORE COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
ACC 241	Principles of Accounting I	4	
ACC 242	Principles of Accounting II	4	
ACC 243	Principles of Accounting III	4	
ECN 221	Principles of Microeconomics	4	
ECN 222	Principles of Macroeconomics	4	
LAW 300	Business Law I	4	
MGT 230	Principles of Business Management	4	
MIS 110	Introduction to Applications	4	
MKT 208	Principles of Marketing	4	
HCM 101	Introduction to Health Care Management and Administration	4	
HCM 102	Organizational Behavior, Culture and Language in Health Care	4	
HCM 201	Economics of Health Care	4	
HCM 202	Legal Aspects of Health Care Administration	4	
MTH 209	Intermediate Algebra	4	
FIN 301	Financial Management	4	
MGT 479	Seminar I: Current Topics in Management	4	
HCM 301	Health Care Budgeting and Financial Management	4	
HCM 303	Human Resource Management for the Health Care Industry	4	
HCM 401	Health Care Quality Management	4	
HCM 402	Current Topics in Health Care Management	4	
HCM 403	Marketing Management for the Health Care Industry	4	
HCM 404	Health Care Management Systems	4	
<b>SUBTOTAL BACHELOR'S DEGREE CREDIT HOURS</b>		<b>88</b>	

### **BBA GENERAL EDUCATION AND ELECTIVE COURSES:**

ENG 121	Composition I	4	
ENG 122	Composition II	4	
ENG 123	Composition III	4	
HUM 322	Design Principles	4	
SPC 205	Speech Communication I	4	
PSY 103	Personality and Adjustment	4	
PSC 201	Introduction to American Government	4	
ECN 400	International Trade	4	
ENG 301	Communication and Interpersonal Relations	4	
ENG 320	Report Writing	4	
HIS 402	Contemporary World Issues	4	
MTH 333	Statistics	4	
MGT 490	Oral/Written Comprehensive Exam	4	
NSC 401	Environmental Science	4	
PHL 301	Business Ethics	4	
PHL 401	Philosophy of the American Enterprise System	4	
Student-selected Electives		28	
<b>SUBTOTAL BACHELOR'S DEGREE CREDIT HOURS</b>		<b>92</b>	

### **BACHELOR'S DEGREE (BBA) TOTAL HOURS FOR GRADUATION:**

Specialty and General Business Core Courses	88
General Education and Elective Courses	92
<b>TOTAL</b>	<b>180</b>

Number of Credit/Clock Hrs. in Specialty Courses: 88 / Percentage: 48.9%

Number of Credit/Clock Hrs. in General Courses: 92 / Percentage: 51.1%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: / Percentage:

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

All Indiana-based Northwood University students have full access (24/7) to the extensive specialty and general library facilities on the main campus, either in person or via the internet. The library is managed by and through a full-time staff of professionals, and a support staff of student workers.

**2. Number of volumes of professional material:**

**3. Number of professional periodicals subscribed to:**

**4. Other library facilities in close geographical proximity for student access:**

All Indiana-based Northwood University students are provided with location and hours-of-operation information for every known campus and municipal library facility in the immediate area of his or her Northwood teaching center.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.**

**\*Include all supporting documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** 26 **Full-time:**          **Part-time:** X

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

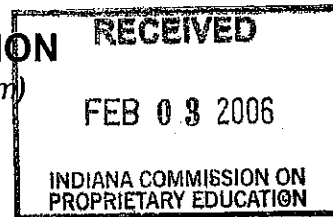
	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-time	Part-time
<b>List Faculty Names</b>						
Alsman, Cathy	M.S. Education	11	1	9		X
Baker, Jerry	M.S. Ag Engrng	27	1	27		X
Baker, William	MBA	4	2	2		X
Beeson, Howard	MBA	31	11	30		X
Brown, Kevin	MBA	3	2	0		X
Buran, Angela	MBA	4	New	0		X
Carcare., Lawrence	JD	26	3	0		X
Chay, Amanda	M.A. Counseling	6	2	0		X
Cox, Jennifer	M.S. Cmmnctns	9	1	9		X
Deemer, Rebecca	M.A. Commnctns	6	2	0		X
Downey, Sidney	MBA	30	12	25		X
Fogarty, Chad	MBA	19	3	0		X
Foulkes, Bruce	M.A. Poli Sci	8	5	8		X
Idlewine, Sherry	MBA	24	8	24		X
Jones, Donald	M.A. Poli Sci	5	2	5		X
Mark, Earl	Ph.D. Chemistry	40	4	9		X
Matusiak, Matthew	PHdD. Allied Hlth	12	New	15		X
McGuire, Karen	MBA	13	1	13		X
Newton, Carissa	MBA	6	1	0		X
Painter, Michael	M.S. Education	9	2	9		X
Pitman, Timothy	MBA	4	1	4		X
Swarts, Karen	M.S. Rehab Admin	17	2	0		X
Temple, Diana	MBA	7	1	7		X
White, Larry	MBA	32	3	9		X
Williams, Rebecca	M.A. Education	33	2	4		X
Wright, J. E.	MBA	40	5	14		X

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INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)



**Name of Institution** Northwood University

**Name of Program** Northwood University Hotel, Restaurant and Resort Management Program

**Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)** AA and BBA

**Name of Person Preparing this Form** Stanley J. Osweller

**Telephone Number** 317-841-1490

**Date the Form was Prepared** January 13, 2005

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Hotel, Restaurant and Resort Management (HRRM) Program represents a new major – not a new degree - for the existing North Central accredited Northwood AA and BBA degree programs in the state of Indiana. It is part of the standard Northwood accelerated program for adult learners in Indiana, and will represent an additional educational opportunity for those who wish to pursue either an Associate's Degree (Major-Hotel, Restaurant and Resort Management) or a Bachelor's Degree (Major-Hotel, Restaurant and Resort Management).

As with the existing Northwood program, this new offering will be quarter-based, with four, twelve-week term starts per year (January, April, July and September). One hundred and two quarter credit hours are required to earn the Associate's Degree (detailed below), and two hundred quarter credit hours are required to complete the Bachelor's Degree (detailed below).

Like the existing Northwood program, all instructors in the offering are required to have secured a minimum of a Master's Degree, from a regionally-accredited college or university. Core course requirements include an especially comprehensive array of introductory and advanced professional level offerings in appropriate disciplines, including – but not limited to – Accounting, Economics, Business Law, Marketing, Management, Composition, Humanities, Finance, Communications, Government, Ethics, International Business, and an assortment of student chosen elective courses. In addition, Hotel, Restaurant and Resort Management degree seekers are required to complete a broad array of specialty courses, focusing on definitive aspects of the hospitality industry, including – but not limited to - Management and Administration, Organizational Issues, Procurement, Sanitation, Nutrition, Food and Beverage Management, Economics, Legal Aspects of Hospitality, Budgeting and Finance, Human Resources, Quality Management, Marketing and Hospitality Management Systems.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

**NAME OF PROGRAM:** Northwood University Hotel, Restaurant and Resort Management Program

**TOTAL CREDIT HOURS:** AA – 102 hours    BBA – 200 hours    **Designate:** QUARTER  
**HOURS:** X    or **SEMESTER HOURS:** \_\_\_\_\_    **TOTAL CLOCK HOURS:** \_\_\_\_\_

**LENGTH OF PROGRAM:** 18 to 30 months, depending upon degree program and class load chosen by student. **TUITION:** \$190.00 Per Credit Hour

### **ASSOCIATE'S DEGREE (AA) PROGRAM**

**AA SPECIALTY AND GENERAL BUSINESS CORE COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
ACC 241	Principles of Accounting I	4	
ACC 242	Principles of Accounting II	4	
ACC 243	Principles of Accounting III	4	
ECN 221	Principles of Microeconomics	4	
ECN 222	Principles of Macroeconomics	4	
MGT 230	Principles of Business Management	4	
MIS 100	Introduction to Applications	2	
MKT 208	Principles of Marketing	4	
PHL 110	Philosophy of American Life and Business	4	
FIN 100	Reading Financial Information	2	
MIS 105	Spreadsheet and Database Principles	4	
HRM 101	Introduction to Hospitality Management	4	
HRM 103	Food Sanitation	4	
HRM 102	Food and Beverage Management	4	
HRM 202	Procurement in the Hospitality Industry	4	
HRM 201	Facilities Engineering	4	
HRM 205	Hospitality Operations Management	4	
HRM 248	Nutrition	4	
HRM 299	Internship	4	
<b>SUBTOTAL ASSOCIATE'S DEGREE CREDIT HOURS</b>		<b>72</b>	

**AA GENERAL EDUCATION AND ELECTIVE COURSES:**

ENG 121	Composition I	4	
ENG 122	Composition II	4	
ENG 123	Composition III	4	
SPC 205	Speech Communication I	4	
PSY 110	Introduction to College Studies	1	
PSC 201	Introduction to American Government	4	
MTH 209	Algebra Requirement	4	
ENG 260	Applied Communications	4	
	Student-selected Elective	1	
<b>SUBTOTAL ASSOCIATE'S DEGREE CREDIT HOURS</b>		<b>30</b>	

**ASSOCIATE'S DEGREE (AA) TOTAL HOURS FOR GRADUATION:**

Specialty and General Business Core Courses	72
General Education and Elective Courses	30
<b>TOTAL</b>	<b>102</b>

**Number of Credit/Clock Hrs. in Specialty Courses: 72 / Percentage: 70.6%**

Number of Credit/Clock Hrs. in General Courses: 30 / Percentage: 29.4%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: / Percentage:

## **BACHELOR'S DEGREE (BBA) PROGRAM:**

### **BBA SPECIALTY AND GENERAL BUSINESS CORE COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
ACC 241	Principles of Accounting I	4	
ACC 242	Principles of Accounting II	4	
ACC 243	Principles of Accounting III	4	
ECN 221	Principles of Microeconomics	4	
ECN 222	Principles of Macroeconomics	4	
MGT 230	Principles of Business Management	4	
MIS 100	Introduction to Applications	2	
MKT 208	Principles of Marketing	4	
FIN 100	Reading Financial Information	2	
PHL 110	Philosophy of American Life and Business	4	
MIS 105	Spreadsheet and Database Principles	4	
FIN 301	Financial Management	4	
MGT 310	Human Resource Management	4	
MKT 424	Marketing Management	4	
MGT 479	Seminar I: Current Topics in Management	4	
MGT 480	Strategic Planning	4	
MGT 340	Employment Research and Planning	1	
ECN 400	International Trade	4	
ECN 401	Economics of Public Policies	4	
MKT 450	e-Commerce and Value Chain Integration	4	
MKT 423	Marketing Research	4	
HRM 101	Introduction to Hospitality Management	4	
HRM 103	Food Sanitation	4	
HRM 102	Food and Beverage Management	4	
HRM 201	Facilities Engineering	4	
HRM 202	Procurement in the Hospitality Industry	4	
HRM 205	Hospitality Operations Management	4	
HRM 248	Nutrition	4	
HRM 299	Internship	4	
HRM 310	Resort and Club Management	4	
HRM 311	Tourism Marketing and Promotion	4	
HRM 301	Hospitality, Restaurant and Resort Law	4	
HRM 420	Sanitation Seminar	3	
HRM 411	Hospitality Cases and Problems	4	
HRM 412	Hospitality Industry Current Issues	4	
<b>SUBTOTAL BACHELOR'S DEGREE CREDIT HOURS</b>		<b>132</b>	

### **BBA GENERAL EDUCATION AND ELECTIVE COURSES:**

ENG 121	Composition I	4	
ENG 122	Composition II	4	
ENG 123	Composition III	4	
SPC 205	Speech Communication I	4	
PSY 110	Introduction to College Studies	1	
PSC 201	Introduction to American Government	4	
ENG 301	Communication and Interpersonal Relations	4	
ENG 260	Applied Communications	4	
SOC 301	World Culture and Customs	4	
MTH 209	Algebra Requirement	4	
MTH 333	Statistics	4	

MTH 334	Market Research Statistics	4
SPC 440	Employment Presentation Techniques	1
PHL 301	Business Ethics	4
	Student-selected Electives	18
<b>SUBTOTAL BACHELOR'S DEGREE CREDIT HOURS</b>		<b>68</b>
<b>BACHELOR'S DEGREE (BBA) TOTAL HOURS FOR GRADUATION:</b>		
	Specialty and General Business Core Courses	132
	General Education and Elective Courses	68
<b>TOTAL</b>		<b>200</b>

**Number of Credit/Clock Hrs. in Specialty Courses: 132 / Percentage: 66.0%**

**Number of Credit/Clock Hrs. in General Courses: 68 / Percentage: 34.0%**

**If applicable:**

**Number of Credit/Clock Hrs. in Liberal Arts Courses: / Percentage:**

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

All Indiana-based Northwood University students have full access (24/7) to the extensive specialty and general library facilities on the main campus, either in person or via the internet. The library is managed by and through a full-time staff of professionals, and a support staff of student workers.

**2. Number of volumes of professional material:**

**3. Number of professional periodicals subscribed to:**

**4. Other library facilities in close geographical proximity for student access:**

All Indiana-based Northwood University students are provided with location and hours-of-operation information for every known campus and municipal library facility in the immediate area of his or her Northwood teaching center.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.**

**\*Include all supporting documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** 26 **Full-time:**          **Part-time:** X

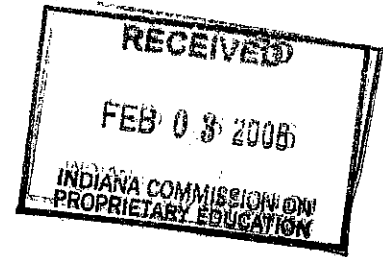
**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-time	Part-time
<b>List Faculty Names</b>						
Alsman, Cathy	M.S. Education	11	1	9		X
Baker, Jerry	M.S. Ag Engrng	27	1	27		X
Baker, William	MBA	4	2	2		X
Beeson, Howard	MBA	31	11	30		X
Brown, Kevin	MBA	3	2	0		X
Buran, Angela	MBA	4	New	0		X
Carcare, Lawrence	JD	26	3	0		X
Chay, Amanda	M.A. Counseling	6	2	0		X
Cox, Jennifer	M.S. Cmmnctns	9	1	9		X
Deemer, Rebecca	M.A. Commnctns	6	2	0		X
Downey, Sidney	MBA	30	12	25		X
Fogarty, Chad	MBA	19	3	0		X
Foulkes, Bruce	M.A. Poli Sci	8	5	8		X
Idlewine, Sherry	MBA	24	8	24		X
Jones, Donlad	M.A. Poli Sci	5	2	5		X
Mark, Earl	Ph.D. Chemistry	40	4	9		X
Matusiak, Matthew	PHdD. Allied Hlth	12	New	15		X
McGuire, Karen	MBA	13	1	13		X
Newton, Carissa	MBA	6	1	0		X
Painter, Michael	M.S. Education	9	2	9		X
Pitman, Timothy	MBA	4	1	4		X
Swarts, Karen	M.S. Rehab Admin	17	2	0		X
Temple, Diana	MBA	7	1	7		X
White, Larry	MBA	32	3	9		X
Williams, Rebecca	M.A. Education	33	2	4		X
Wright, J. E.	MBA	40	5	14		X

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INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)



**Name of Institution** Northwood University

**Name of Program** Northwood University Automotive Aftermarket Management Program

**Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)** AA and BBA

**Name of Person Preparing this Form** Stanley J. Osweiler

**Telephone Number** 317-841-1490

**Date the Form was Prepared** January 13, 2005

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Automotive Aftermarket Management Program represents a new major – not a new degree - for the existing North Central accredited Northwood AA and BBA degree programs in the state of Indiana. It is part of the standard Northwood accelerated program for adult learners in Indiana, and will represent an additional educational opportunity for those who wish to pursue either an Associate's Degree (Major-Automotive Aftermarket Management) or a Bachelor's Degree (Major-Automotive Aftermarket Management).

As with the existing Northwood program, this new offering will be quarter-based, with four, twelve-week term starts per year (January, April, July and September). Ninety quarter credit hours are required to earn the Associate's Degree (detailed below), and one hundred and eighty quarter credit hours are required to complete the Bachelor's Degree (detailed below).

Like the existing Northwood program, all instructors in the offering are required to have secured a minimum of a Master's Degree, from a regionally-accredited college or university. Core course requirements include an especially comprehensive array of introductory and advanced professional level offerings in appropriate disciplines, including – but not limited to – Accounting, Economics, Business Law, Marketing, Management, Composition, Humanities, Finance, Communications, Government, Ethics, International Business, and an assortment of student chosen elective courses. In addition, Automotive Aftermarket Management degree seekers are required to complete a broad array of specialty courses, focusing on definitive aspects of the Automotive Aftermarket industry, including – but not limited to - Management and Administrative level Technical Courses, Auto Manufacturing Management, Auto Parts and Service Marketing, studies in Heavy Duty Vehicle issues, Lean Distribution, Market Research, Automotive Field Sales Management and Current Issues in the Global Aftermarket.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

**NAME OF PROGRAM:** Northwood University Automotive Aftermarket Management Program

**TOTAL CREDIT HOURS:** AA – 90 hours    BBA – 180 hours    **Designate:** QUARTER  
**HOURS:**   X      or **SEMESTER HOURS:**               **TOTAL CLOCK HOURS:**           

**LENGTH OF PROGRAM:** 18 to 30 months, depending upon degree program and class load chosen by student. **TUITION:** \$190.00 Per Credit Hour

## **ASSOCIATE'S DEGREE (AA) PROGRAM**

### **AA SPECIALTY AND GENERAL BUSINESS CORE COURSES:**

<u><b>Course Number</b></u>	<u><b>Course Title</b></u>	<u><b>Credit Hours</b></u>	<u><b>Clock Hours</b></u>
ACC 241	Principles of Accounting I	4	
ACC 242	Principles of Accounting II	4	
ACC 243	Principles of Accounting III	4	
ECN 221	Principles of Microeconomics	4	
ECN 222	Principles of Macroeconomics	4	
LAW 300	Business Law I	4	
MGT 230	Principles of Business Management	4	
MIS 110	Introduction to Applications	4	
MKT 208	Principles of Marketing	4	
AAM 105	Automotive Aftermarket	2	
AAM 106	Automotive Technology for the Manager	2	
HDM 105	Heavy Duty Management	2	
HDM 106	Heavy Duty Vehicle Technology	2	
AAM 112	Aftermarket Manufacturing Management	4	
AAM 205	Aftermarket Retail/Wholesale	4	
HDM 210	Heavy Duty Parts and Service Marketing	4	
AAM 212	Aftermarket Policy and Procedures	4	
<b>SUBTOTAL ASSOCIATE'S DEGREE CREDIT HOURS</b>		<b>60</b>	

### **AA GENERAL EDUCATION AND ELECTIVE COURSES:**

ENG 121	Composition I	4	
ENG 122	Composition II	4	
ENG 123	Composition III	4	
HUM 322	Design Principles	4	
SPC 205	Speech Communication I	4	
PSY 103	Personality and Adjustment	4	
PSC 201	Introduction to American Government	4	
	Student-selected Electives	2	
<b>SUBTOTAL ASSOCIATE'S DEGREE CREDIT HOURS</b>		<b>30</b>	

### **ASSOCIATE'S DEGREE (AA) TOTAL HOURS FOR GRADUATION:**

Specialty and General Business Core Courses	60
General Education and Elective Courses	30
<b>TOTAL</b>	<b>90</b>

**Number of Credit/Clock Hrs. in Specialty Courses:** 60 / **Percentage:** 66.7%

**Number of Credit/Clock Hrs. in General Courses:** 30 / **Percentage:** 33.3%

**If applicable:**



Number of Credit/Clock Hrs. in Liberal Arts Courses:     /     Percentage:

## **BACHELOR'S DEGREE (BBA) PROGRAM:**

### **BBA SPECIALTY AND GENERAL BUSINESS CORE COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Credit Hours</u></b>	<b><u>Clock Hours</u></b>
ACC 241	Principles of Accounting I	4	
ACC 242	Principles of Accounting II	4	
ACC 243	Principles of Accounting III	4	
ECN 221	Principles of Microeconomics	4	
ECN 222	Principles of Macroeconomics	4	
LAW 300	Business Law I	4	
MGT 230	Principles of Business Management	4	
MIS 110	Introduction to Applications	4	
MKT 208	Principles of Marketing	4	
FIN 301	Financial Management	4	
MGT 310	Human Resource Management	4	
MKT 424	Marketing Management	4	
MGT 479	Seminar I: Current Topics in Management	4	
MGT 480	Strategic Planning	4	
AAM 105	Automotive Aftermarket	2	
AAM 106	Automotive Technology for the Manager	2	
HDM 105	Heavy Duty Management	2	
HDM 106	Heavy Duty Vehicle Technology	2	
AAM 112	Aftermarket Manufacturing Management	4	
AAM 205	Aftermarket Retail/Wholesale	4	
HDM 210	Heavy Duty Parts and Service Marketing	4	
AAM 212	Aftermarket Policy and Procedures	4	
MKT 335	Lean Distribution	4	
MKT 423	Marketing Research	4	
AAM 350	Supply Chain Management	4	
AAM 404	Aftermarket Field Sales Management	4	
AAM 412	Current Issues in the Global Aftermarket	4	
AAM 413	Aftermarket Management Research	4	
<b>SUBTOTAL BACHELOR'S DEGREE CREDIT HOURS</b>		<b>104</b>	

### **BBA GENERAL EDUCATION AND ELECTIVE COURSES:**

ENG 121	Composition I	4	
ENG 122	Composition II	4	
ENG 123	Composition III	4	
HUM 322	Design Principles	4	
SPC 205	Speech Communication I	4	
PSY 103	Personality and Adjustment	4	
PSC 201	Introduction to American Government	4	
ECN 400	International Trade	4	
ENG 301	Communication and Interpersonal Relations	4	
ENG 320	Report Writing	4	
HIS 402	Contemporary World Issues	4	
MTH 333	Statistics	4	
MTH 334	Marketing Research Statistics	4	
MKT 345	Logistics	4	
NSC 401	Environmental Science	4	
PHL 301	Business Ethics	4	
PHL 401	Philosophy of the American Enterprise System	4	
Student-selected Electives		8	
<b>SUBTOTAL BACHELOR'S DEGREE CREDIT HOURS</b>		<b>76</b>	

**BACHELOR'S DEGREE (BBA) TOTAL HOURS FOR GRADUATION:**

Specialty and General Business Core Courses	104
General Education and Elective Courses	76
<b>TOTAL</b>	<b>180</b>

**Number of Credit/Clock Hrs. in Specialty Courses: 104 / Percentage: 57.8%**

**Number of Credit/Clock Hrs. in General Courses: 76 / Percentage: 42.2%**

**If applicable:**

**Number of Credit/Clock Hrs. in Liberal Arts Courses: / Percentage:**

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

All Indiana-based Northwood University students have full access (24/7) to the extensive specialty and general library facilities on the main campus, either in person or via the internet. The library is managed by and through a full-time staff of professionals, and a support staff of student workers.

**2. Number of volumes of professional material:**

**3. Number of professional periodicals subscribed to:**

**4. Other library facilities in close geographical proximity for student access:**

All Indiana-based Northwood University students are provided with location and hours-of-operation information for every known campus and municipal library facility in the immediate area of his or her Northwood teaching center.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.**

**\*\*Include all supporting documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** 26 **Full-time:**          **Part-time:** X

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-time	Part-time
Alsman, Cathy	M.S. Education	11	1	9		X
Baker, Jerry	M.S. Ag Engrng	27	1	27		X
Baker, William	MBA	4	2	2		X
Beeson, Howard	MBA	31	11	30		X
Brown, Kevin	MBA	3	2	0		X
Buran, Angela	MBA	4	New	0		X
Carcare, Lawrence	JD	26	3	0		X
Chay, Amanda	M.A. Counseling	6	2	0		X
Cox, Jennifer	M.S. Cmmnctns	9	1	9		X
Deemer, Rebecca	M.A. Commnctns	6	2	0		X
Downey, Sidney	MBA	30	12	25		X
Fogarty, Chad	MBA	19	3	0		X
Foulkes, Bruce	M.A. Poli Sci	8	5	8		X
Idlewine, Sherry	MBA	24	8	24		X
Jones, Donald	M.A. Poli Sci	5	2	5		X
Mark, Earl	Ph.D. Chemistry	40	4	9		X
Matusiak, Matthew	PHdD. Allied Hlth	12	New	15		X
McGuire, Karen	MBA	13	1	13		X
Newton, Carissa	MBA	6	1	0		X
Painter, Michael	M.S. Education	9	2	9		X
Pitman, Timothy	MBA	4	1	4		X
Swarts, Karen	M.S. Rehab Admin	17	2	0		X
Temple, Diana	MBA	7	1	7		X
White, Larry	MBA	32	3	9		X
Williams, Rebecca	M.A. Education	33	2	4		X
Wright, J. E.	MBA	40	5	14		X

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** PSY 103 Personality and Adjustment, PSY 301 Applied Psychology

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COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please **TYPE** the form.

**NAME:** Baker Jerry Lavone  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** MTH 333 Statistics, NSC 401 Environmental Science

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Purdue University	West Lafayette, IN	M.S. Agricultural Engineering	1972	1974
Purdue University	West Lafayette, IN	B.S. Agricultural Engineering	1967	1971
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Terre Haute, IN	Adjunct Instructor	2004	Present
Ivy Tech State College	Terre Haute, IN	Adjunct Instructor	1998	Present
Indiana Air National Guard	Terre Haute, IN	Training Instructor	1995	Present
Virginia Polytechnic	Blacksburg, VA	Adjunct Instructor	1982	1983
Virginia College	Roanoke, VA	Adjunct Instructor	1984	1987
FAEC Ltd.	Floyd, VA	Systems Analyst	1985	1986
Private Consulting	Floyd, VA	Property Management	1983	1987
Virginia Polytechnic	Blacksburg, VA	Asst Prof-Ag Engineering	1978	1982

COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

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*Please **TYPE** the form.*

**NAME:** Baker William L.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ECN 221 Microeconomics, ENC 222 Macroeconomics, MGT 310 Human Resource Management, MGT 312 Applied Management, MGT 480 Seminar II: Strategic Planning

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana Wesleyan	Marion, IN	MBA	1993	1995
Indiana State University	Terre Haute, IN	B.S. Industrial Education	1975	1989
Spartan Aeronautics	Tulsa, OK	A&P FAA Certification	1981	1983
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Terre Haute, IN	Adjunct Instructor	2003	Present
USAF	Terre Haute, IN	Logistics Supervisor	2001	2004
Sony	Terre Haute, IN	Marketing Manager	1989	2001
Rockwell International	Columbus, OH	Aircraft Assembly	1983	1989

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** MGT 230 Principles of Management, ECN 221 Microeconomics, ECN 222 Macroeconomics, FIN 310 Financial Management, MKT 208 Principles of Marketing, MGT 310 Human Resource Management

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Butler University	Indianapolis, IN	MBA	1972	1974
Indiana University	Bloomington, IN	B.A. Business	1970	1972
////////////////////	////////////////////	////////////////////	////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	1994	Present
Cobra Management	Indianapolis, IN	Consulting and Teaching	1978	Present
Indiana Vo-Tech College	Indianapolis, IN	Adjunct Instructor	1975	1985
Tube Processing Corp	Indianapolis, IN	Corporate Vice President, Sales Manger, Personnel Manager, Plant Manager	1974	Present

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** ECN 221 Microeconomics, ECN 222 Macroeconomics, FIN 310 Financial Management, PHL 110 Philosophy of American Life and Business

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## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

<p>Name the Courses that You Teach in Program: <u>Qualified to teach HRM 101Intro to Hospitality Mgt, HRM 103 Food Sanitation, HRM 102 Food and Beverage Mgt, HRM 202 Procurement in Hospitality Industry, HRM 205 Hospitality Operations Mgt, HRM 248 Nutrition, HRM 310 Resort and Club Mgt, HRM 311 Tourism Mktng and Promotion, HRM 420 Sanitation Seminar, HRM 411 Cases and Problems in Hospitality industry, HRM 412 Current Issues in the Hospitality Industry</u></p>
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## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** LAW 201 Business Law, PHL 301 Business Ethics

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COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

*Please **TYPE** the form.*

**NAME:** Chay Amanda L.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSY 103 Personality and Adjustment, PSY 301 Applied Psychology

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
University of Cincinnati	Cincinnati, OH	M.A. Counseling	1997	1999
University of Indianapolis	Indianapolis, IN	B.A. Psychology	1993	1997
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2003	Present
Lifetime	Indianapolis, IN	Fitness Instructor	2003	Present
Amanda Chay Photography	Indianapolis, IN	Commercial Photography	2002	Present
Big Sisters	Indianapolis, IN	Adolescent Program Coord.	2001	2002
I.U. Child Protection Program	Indianapolis, IN	Child Abuse Program Coordinator	1999	2000

COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

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Please **TYPE** the form.

**NAME:** Cox Jennifer L.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ENG 301 Communications and Interpersonal Relations, ENG 320 Report Writing

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana State University	Terre Haute, IN	M.S. Communications	1996	1998
Indiana State University	Terre Haute, IN	B.S. Communications	1971	1994
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2004	Present
Ivy Tech State College	Terre Haute, IN	Instructor	2003	2003
St. Mary of the Woods Col	Terre Haute, IN	Adjunct Instructor	1998	Present
Indiana State University	Terre Haute, IN	Adjunct Instructor	1996	Present

COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

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*Please TYPE the form.*

**NAME:** Deemer Rebecca Ann  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSY 310 Applied Psychology, ENG 301  
Communication & Interpersonal Relations, ENG 320 Report Writing

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Ball State University	Muncie, IN	MA Communication Studies	2000	2003
University of Indianapolis	Indianapolis, IN	B.A. Psychology	1993	1997
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2003	2005
Novelty, Inc.	Greenfield, IN	Accounting department project manager	1998	2003
The Albany Reporter	Albany, Australia	Reporter	1999	1999

COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

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Please **TYPE** the form.

**NAME:** Downey Sidney J.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ACC 221, 222 & 223 Accounting I, II, & III, FIN 301 Financial Management, FIN 355 Securities I, ECN 222 Macroeconomics, ECN 221 Microeconomics, ECN 400 International Trade, MGT 312 Applied Management, MGT 310 Human Resource Management, MGT 230 Principles of Management, MGT 344 Production Management, PHL 110 Philosophy of American Life and Business

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana University	Bloomington, IN	MBA - Mgt/Admin	1972	1975
High Point College	High Point, NC	B.A. Human Relations	1967	1970
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	1993	Present
Indiana Business College	Indianapolis, IN	Adjunct Instructor	1994	Present
Indiana Institute of Technology	Indianapolis, IN	Adjunct Instructor	2001	Present
Franklin College	Franklin, IN	Vice President of Finance	1988	1992
Maryville College	Maryville, TN	Vice President of Admin	1983	1988
University of Tennessee	Knoxville, TN	Fiscal Officer	1982	1983
Maryville College	Maryville, TN	Asst Prfrs of Business	1980	1982
Hope College	Holland, MI	Asst Prfrs of Econ & Business	1975	1980

COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

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Please **TYPE** the form.

**NAME:** Fogarty Chad  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ECN 400 International Trade, ECN 221 Principles of Microeconomics

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana Wesleyan	Indianapolis, IN	MBA	1988	1991
Ball State University	Muncie, IN	Marketing	1972	1976
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2002	Present
Nestle Purina Petcare	Midwest	Sales Management	2003	Present
Nestle Ice Cream Company	Midwest	Sales Management	2002	2003
Nestle USA	Midwest	Sales Management	1991	2002
Carnation Company	Midwest	Sales Management	1976	1991

COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

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*Please TYPE the form.*

**NAME:** Foulkes Arthur Elliott  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSC 201 Introduction to American Government,  
HIS 402 Contemporary World Issues, PHL 110 Philosophy of American Life and Business

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana State University	Terre Haute, IN	M.A. Political Science	1993	1996
Principia College	St. Louis, MO	B.A. Communications	1985	1988
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Terre Haute, IN	Adjunct Instructor	2000	Present
Indiana State University	Terre Haute, IN	Adjunct Instructor	2000	Present
Ivy Tech State College	Terre Haute, IN	Adjunct Instructor	1997	2000
Self-employed	Terre Haute, IN	Property Management	1992	Present



## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** ECN 221 Microeconomics, ECN 222 Macroeconomics, PHL 110 Philosophy of American Life in Business, MKT 208 Principles of Marketing, MGT 344 Production Management, ENG 320 Report Writing, FIN 355 Securities, MGT 479 Seminar I: Current Topics in Management, PHL 301 Ethics, ENG 301 Communication and Interpersonal Relations, HIS 401 Contemporary World Issues, HUM 201 General Humanities

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**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

*Please TYPE the form.*

**NAME:** Jones Donald Steven  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSC 201 Introduction to American Government,  
HIS 402 Contemporary World Issues

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Ball State University	Muncie, IN	M.A. Political Science	1998	2001
Ball State University	Muncie, IN	B.S. Poli Sci/Criminal Just.	1990	1994
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Muncie, IN	Adjunct Instructor	2003	Present
Ivy Tech State College	Muncie, IN	Adjunct Instructor	2000	Present
Pendleton Correctional Fclty	Pendleton, IN	Officer/Counselor	1996	Present
Delaware County Correctional Fclty	Muncie, IN	House Arrest Officer	1994	1996

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** MTH 333 Statistics, NSC 401 Environmental Science

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COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

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*Please TYPE the form.*

NAME: Matusiak Matthew M  
(Last) (First) (Middle)

NAME OF INSTITUTION: Northwood University

Name the Courses that You Teach in Program: Qualified to teach HCM 101 Intro to Health Care Mgt,  
HCM 102 Organizational Behavior, HCM 201 Economics of Health Care, HCM 302 Health Care Budgeting,  
HCM 303 Human Resource Mgt for Health care Industry, HCM 402 Health Care Quality Mgt, HCM 402  
Current Topics in Health Care Mgt, HCM 403 Marketing Mgt for Health Care Industry, HCM 404 Health  
Care Mgt Systems

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Nova Southern University	Ft. Lauderdale, FL	Dr. of Health Science	Completed	2006
Pacific University	Honolulu, HI	PhD Allied Health	Completed	1996
Pacific University	Honolulu, HI	MS Allied Health	Completed	1994
Indiana Wesleyan	Marion, IN	MS Management	Completed	2003
St. Joseph's College	Rensselaer, IN	BS Medical Technology	Completed	1990
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Marion County Health Dept	Indianapolis, IN	Director, Public Health Laboratories	2001	Present
MMM Tech Consulting	Indianapolis, IN	Lab Tech Consultant	1994	2001
AccuSTAT Medical Lab	Indianapolis, IN	Microbiology Supervisor	1997	1998
Alverno Info Systems	Beech Grove, IN	Lab Info Systems Consultant	1996	1997
Nasser, Pinkerton Cardiology	Indianapolis, IN	Lab Manager	1993	1996
University of Phoenix	Indianapolis, IN	Instructor in undergrad and graduate health care courses	Current	
Indiana Business College	Indianapolis, IN	Instructor; Medical Division	2003	2004

COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

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*Please TYPE the form.*

**NAME:** McGuire Karen Sue  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** MGT 310 Human Resource Management,  
MGT 312 Applied Management, MGT 480 Seminar II: Strategic Planning

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana Wesleyan University	Marion, IN	MBA	1992	1994
St Mary of the Woods Col	Terre Haute, IN	B.A. Business Admin	1988	1992
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Terre Haute, IN	Adjunct Instructor	2004	Present
Indiana Business College	Terre Haute, IN	Instructor	1992	Present

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

**Name the Courses that You Teach in Program:** MGT 310 Human Resource Management

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COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

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*Please TYPE the form.*

**NAME:** Painter Michael A.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSY 310 Applied Psychology, HUM 201 General Humanities, PHL 110 Philosophy of American Life and Business

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana University	Indianapolis, IN	M.S. Education	1971	1973
Indiana University	Indianapolis, IN	B.S. Education	1967	1971
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2003	Present
Indiana Institute of Tech	Indianapolis, IN	Adjunct Instructor	2000	Present
Ivy Tech State College	Indianapolis, IN	Adjunct Instructor	1997	Present
Indiana Business College	Indianapolis, IN	Adjunct Instructor	1996	2003

COMMISSION ON PROPRIETARY EDUCATION

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*Please **TYPE** the form.*

**NAME:** Pitman Timothy W.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** MGT 310 Human Resource Management, MGT 312 Applied Management, PHL 110 Philosophy of American Life and Business, MGT 480 Seminar II: Strategic Planning, PSY 301 Applied Psychology

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Baker University	Topeka, KS	MBA	1998	2000
Upper Iowa University	Fayetteville, IA	B.S. Human Services	1992	1994
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Muncie, IN	Adjunct Instructor	2004	Present
Indiana Business College	Muncie, IN	Director of Education	2002	Present
Indiana Wesleyan Univ.	Marion, IN	Adjunct Instructor	2001	Present
National American Univ.	South Dakota	On-line Adjunct Instructor	2001	Present



COMMISSION ON PROPRIETARY EDUCATION

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*Please **TYPE** the form.*

**NAME:** Swarts Karen  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** PSY 103 Personality and Adjustment, PSY 301 Applied Psychology, ENG 310 Communication and Interpersonal Relations

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Southern Illinois University	Carbondale, IL	M.S. Rehabilitation Admin	1992	1996
Indiana University	Bloomington, IN	B.A. Sociology	1972	1975
Purdue University	W. Lafayette, IN	Design/Psychology	1971	1972
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Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2003	Present
Vocational Rehabilitation Services	Indianapolis, Kokomo, Marion, IN	Rehab counselor, central office administrator and field supervisor. Includes personnel, training, budgeting and collaborative work with community agencies, educational institutions, federal/state agencies.	1988	Present

COMMISSION ON PROPRIETARY EDUCATION

**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please **TYPE** the form.

**NAME:** Temple Diana Marie  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ENG 121 Composition I, ENG 122 Composition II, ENG 260 Business Writing, ENG 301 Communications and Interpersonal Relations

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Indiana Wesleyan Univ	Marion, IN	MBA	1989	1991
Indiana Wesleyan Univ	Marion, IN	B.S. Business	1992	1994
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Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2004	Present
Indiana Business College	Indianapolis, IN	Instructor	1998	Present
Indianapolis Power & Light	Indianapolis, IN	Customer Service	1980	1998
Edward H. Schmidt & Sons	Indianapolis, IN	Customer Service	1972	1980

## INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Northwood University

**Name the Courses that You Teach in Program:** PSC 201 Intro to American Government, ECN 221 Principles of Microeconomics, ECN 222 Principles of Macroeconomics, MGT 312 Applied Management, HIS 402 Contemporary World Issues, MGT 479 Seminar 1: Management Topics, ECN 400 International Trade, MGT 230 Principles of Business Management, MGT 480 Seminar 2: Strategic Planning

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
Central Indiana Small Business Development Center	Indianapolis, IN	Certification-NX Level Entrepreneurship Training	2003	2003
Indiana University	South Bend, IN	MBA - Mgt/Admin	1981	1986
Indiana University	Indianapolis, IN	B.A. Econ & Poli Sci	1969	1973

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<b>Applicable Experience</b>	<b>Location</b>	<b>Exact Nature of Experience</b>	<b>Employment Period</b> <b>From:            To:</b>
Northwood University	Indianapolis, IN	Adjunct Instructor	2002            Present
Indiana Tech	Indianapolis, IN	Adjunct Instructor	1996            Present
NX Level Instructor	Indianapolis, IN	Adjunct Instructor	2003            2000
Viking Air Tools	Mooresville, IN	National Sales Manager	1998            2000
Big Boy Products	Warsaw, IN	Marketing Director	1988            1993
Uni-Motive Chassis	Mishawaka, IN	VP Sales & Marketing	1979            1988
Accurate Products	Indianapolis, IN	National Sales Manager	1973            1979

COMMISSION ON PROPRIETARY EDUCATION

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Please **TYPE** the form.

**NAME:** Williams Rebecca G.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** ENG 320 Report Writing

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
DePauw University	Greencastle, IN	M.A. Education	1974	1977
Indiana State University	Terre Haute, IN	B.S. Education	1961	1971
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Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Terre Haute, IN	Adjunct Instructor	2003	Present
Indiana State University	Terre Haute, IN	English Instructor	2001	Present
The Company Coffee, Inc.	Terre Haute, IN	Retail Management	1989	2000
The Canister, Inc.	Terre Haute, IN	Purchasing/General Mgt.	1986	1991
THE Corporation	Terre Haute, IN	Office Manager	1982	1986
Vigo County School Corp	Terre Haute, IN	English Instructor	1972	1982

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**INSTRUCTOR'S QUALIFICATION RECORD**

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Please **TYPE** the form.

**NAME:** Wright J. E.  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Northwood University

**Name the Courses that You Teach in Program:** FIN 301 Financial Management, FIN 355 Securities, ECN 222 Macroeconomics, MGT 344 Production Management, ECN 400 International Trade, MTH 333 Statistics

Source of Training/Education	Location	Area of subject of Training/Education	Period of Attendance: From: To:	
CPA License	Indianapolis, IN	CPA Training	2002	2003
Ball State University	Muncie, IN	MBA - Business/Accounting	1988	1991
Indiana University	Richmond, IN	BA - Business	1985	1988
Tennessee Tech University	Cookeville, TN	Finance-Accounting	1962	1965
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Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Northwood University	Indianapolis, IN	Adjunct Instructor	2000	Present
Indiana Business College	Muncie, IN	Full-time Instructor - Accounting, Tax, Auditing, Payroll	1991	Present